

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO.

PAGE  
NO.

1

119

1. Requesting Agency

MONTROSE SCHOOL FOR GIRLS

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. COMMISSARY REQUESTS

This prenumbered 7" x 10 $\frac{1}{2}$ " pad form is prepared in triplicate. It is used by the various departments of the school for requesting supplies from the Commissary. The original copy is submitted to the Commissary. The duplicate is retained by the requesting department. The triplicate remains in the request pad.

The duplicate and triplicate are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951.)

The original is used for posting to inventory control cards and is necessary for audit purposes. It is filed numerically and occupies 4 $\frac{1}{2}$  cubic feet for the period 1945 to date. The recommendation for this item applies only to the original copy of the request filed in the Commissary. An estimated 3 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. INVENTORY CARDS

Two types of inventory cards are used: one shows purchases only, the other shows expenditures only. The cards occupy 6 Acme Visible Index trays (5" x 8") for the years 1949 to date. Filled and obsolete cards are necessary for audit, but have no use thereafter.

RECOMMENDATION: RETAIN FILLED AND OBSOLETE CARDS IN THE INACTIVE

*Approved Hall of  
Records Commission*

*Approved Hall of  
Records Commission*

7. Agency, Division or Bureau Representative

*Margaret K. Rederick*  
Signature

*Superintendent*  
Title

*December 30, 1954*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*1/7/55*  
Date

*Morris S. Rudoff*  
Archivist

*JAN 10 1955*  
Date

*J. McInnes*  
Secretary

REC IT FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO.

119

PAGE  
NO. 2.

4. No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-----------	---	---

3. SOCIAL SERVICE GENERAL FILE

This file consists of the general correspondence of the social service office not concerned with a particular girl. It occupies 1 drawer for the years 1952 to date.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

4. GIRLS' INDIVIDUAL CASE RECORDS

A folder for each girl is maintained. It contains the following records:

Identification Facts (Face Sheet). This presents a statistical history of the girl, the immediate problem, family relations and address of Social Agencies interested in the case.

Court Order - Commitment document

Case History - Prepared by Court or Welfare Board

Psychiatric or Psychological Report (or both)

Promotion Reports - Indicating progress in the school

Correspondence - to and from the girl

Correspondence - of the school concerning the girl

School Test Papers - Standard I.Q. and Achievement Tests

House Mother's Monthly Report

Monthly Reports of the Departments to which girl is assigned,

School Academic Records

School Infirmary and Clinical Record.

APPROVED BY  
BOARD OF PUBLIC WORKS

Date JAN 10, 1955.

Secretary

These folders beginning with Case Number 1252 in 1913 were filed numerically to Case Number 2758 in 1942. Since that year they have been filed alphabetically. The folders occupy 32 drawers (64 cubic feet).

Earlier records are in volume form and show very little other than the name, admission date, Court committing and date of release, with an occasional remark regarding the girl's infractions of the

*Approved Hall of  
Records Commission*

*Approved Hall of  
Records Commission*

SCHEDULE NO. 119  
REQUIREMENT FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO.

119

PAGE  
NO. 3.4.  
Item  
No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

rules. The five volumes begin with Case Number 1, June 4, 1868 and end with Case Number 1348. Beginning with Case Number 1251, the volume containing cases numbered 408 (1887), to 624 (October 1895) is missing.

RECOMMENDATION: RETAIN PERMANENTLY.

5. PERSONNEL RECORDS

These records consisting of applications (S.E.C. forms 101 and 102), references, correspondence, school transcripts and efficiency rating report occupy 1 drawer for the period 1946 to date. Approximately one third of the material is inactive.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER EMPLOYEE LEAVES THE SCHOOL AND THEN DESTROY.

6. ACCOUNTING RECORDS

General Records Retention Schedules for specific accounting records have been established for the following:

Payroll Journal - Central Payroll Bureau form - Schedule No. G-2 Item 1-d, approved by the Board of Public Works on January 11, 1954.

Payroll Exceptions, Additions and Deductions - Central Payroll Bureau form - Schedule G-2, Item 3-b, approved by the Board of Public Works on January 11, 1954.

Receiving Warrants - Comptroller of the Treasury Form - Schedule No. G-4, Item 3, approved by the Board of Public Works on May 10, 1954.

The approved retention period for the above items is, "Retain for three years or until audited, whichever is later, and then destroy". Other accounting records, not covered by the General Schedules, are included in this item. Specifically, these are:

Comptroller of the Treasury Forms:

Date JAN 10 1955

DD-1 Certificate of Deposit

R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited.

No form No. - Distribution of Unexpended and Obligated Balances

No form No. - Monthly Statement of Balance

No form No. - Memorandum of Adjustment

Department of Budget and Procurement (Purchasing Bureau) Forms:

1-A Requisition for Supplies

47-A Purchase Order

100-16 Out-of-Schedule Requisition for Supplies

39-A Stores Requisition

Approved Hall of  
Records Commission

Approved Hall of  
Records Commission

APPROVED BY  
BOARD OF PUBLIC WORKS

Secretary

SCHEDULE  
IT FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO.

119

PAGE  
NO. 4.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4.

Item 6  
(cont.)

CF-3 Copy of Contract Awarded  
CF-1 Capital Fund Requisition for Equipment  
100/24 Actual Emergency and Repairs Report

## Department of Budget and Procurement (Budget Bureau) Forms:

BP Inv. R-101 - Report of Fixed Assets (annual)  
BP Inv. R-102 - Report of Material and Supplies (annual)  
Budget Form No's. 1 thru 11 - Budget Estimates Fiscal Year  
No form No. - Farm Report (annual)  
No form No. - Food Report (monthly)

## Commissioner of Personnel Forms:

Master Authorization

## Other records included in this item are:

Bank Deposit Slips  
Confirming Orders

These records occupy 30 cubic feet for the period 1931 to date. An estimated 24 cubic feet will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED BY  
BOARD OF PUBLIC WORKS

Date: JAN 10 1955

Secretary